



FIRST YEAR INSTRUCTORS' INSTITUTE SYLLABUS



Contact Information	
<p>Questions about arrangements:</p> <p>Rebecca Nelson, Secretary Adult Education Academy for Professional Development 280 University Boulevard GH 501A Morehead KY 40351 Phone: 606-783-2026 Fax: 606-783-9111 E-mail: r.nelson@moreheadstate.edu</p>	<p>Questions about content:</p> <p>Connie Spencer-Ackerman, Director Adult Education Academy for Professional Development 280 University Boulevard GH 501A Morehead KY 40351 Phone: 606-783-9377 E-mail: c.spencerack@moreheadstate.edu Mobile phone: 606-776-3652</p> <p>Please note that I use my mobile phone <u>only</u> when traveling. The office number above is preferred.</p>

1. Syllabus Overview --

This syllabus covers the institute description, objectives, resources, expectations, prerequisites, and assignments. Please read the syllabus thoroughly, making note of important dates and expectations. If you have questions, please contact one of the two names listed above.

2. Description –

The First Year Instructors' Institute aims to prepare full-time instructors and instructional aides who have been hired since January 1, 2010 to be effective teaching in organized, scheduled adult basic education classes. The definition of full-time is determined by the local program.

By completing the prerequisite online course, Introduction to Adult Education, participants will learn how local Kentucky adult basic education programs fit into the statewide program and how the statewide program fits into the national program. Institute content will be delivered through face-to-face meetings, assignments, classroom observation, and distance learning. Following the face-to-face meetings, participants will develop lesson plans in which they will apply strategies learned in the meetings, and the results of that work will be shared at a year-end showcase.

3. Objectives –

Participants will:

- Develop lesson plans that include pre-teaching activities, teaching activities, and closure
- Incorporate “classroom instruction that works” into lesson plans.
- Develop lesson plans that feature authentic text and authentic tasks.

4. Resources –

- *A Handbook for Classroom Instruction that Works* – Marzano, Norford, Paynter, Pickering, & Gaddy, Association for Supervision and Curriculum Development, 2001 (provided)
- Institute Handbook
- Angel/KYVAE for course materials and communication

5. Expectations –

Because KYAE has invested significant public funds in supporting this institute, attendance is expected during the full schedule (beginning time to adjournment) of all face-to-face meetings. In order to maximize the content of the institute, participants are expected to also complete all additional components – advance work, interim assignments, lesson plans, and observation. If a serious situation, such as illness, prevents attendance at any session, participants are asked to notify Rebecca Nelson at 606-783-2026 in advance of the scheduled session.

6. Weather Policy – First, check the Angel/KYVAE course for information. If you still have a question about a weather cancellation, call Connie Spencer-Ackerman at 606-776-3652 **by 7:00 a.m.** on the morning of the scheduled session.

7. Prerequisites – KYAE200: Orientation to Adult Education

8. Institute Design -- The institute will be an extended experience, combining face-to-face workshops, demonstrations of instructional strategies, distance learning, classroom application, and an opportunity to receive feedback from an instructional coach.

9. Activities, Assignments, and Dates & Deadlines –

Activity	Additional Information		Dates & Deadlines	
			Cohort 1	Cohort 2
Assessment of Prior Knowledge – an online survey to determine participants' familiarity with the content of the institute	Go to the Kentucky Virtual eLearning Portal/Angel and complete the assessment of prior knowledge found at The First Year Instructors' Institute. Select your training location/cohort.		9/29/10	1/12/11
Advance Work – <ul style="list-style-type: none"> Web quest on institute expectations & requirements Discussion board entry on what you hope to achieve 	Go to the Kentucky Virtual eLearning Portal/Angel to find your course and complete the advance work found under the lessons tab. Additional directions are found there. Completed work is to be placed in the lesson drop box.		9/29/10	1/12/11
First Face-to-Face Meeting <ul style="list-style-type: none"> 3 days covering lesson planning, classroom instruction, authentic text learning log entry submitted via Angel or discussion board 	Cohort 1 Location: MSU @ Mt. Sterling (room 8) Lodging options – Google Mt. Sterling KY lodging	Cohort 2 Location: Madisonville Community College (North Campus), Room TBD Lodging options – Google Madisonville Ky lodging	10/6 (9:30 – 4:30) 10/7 (9 – 4) 10/8 (9 – 3)	1/19/11 (9:30-4:30) 1/20 (9-4) 1/21 (9 – 3)
Assessment of Knowledge Gained	Go to the Kentucky Virtual eLearning Portal/Angel and complete the assessment of knowledge gained found at The First Year Instructors' Institute. Select your training location/cohort.		10/15	1/28
Interim Assignment – from <i>A Handbook for Classroom Instruction that Works</i> Read and complete worksheets in the following sections: <ul style="list-style-type: none"> Introduction Section 1: Identifying Similarities and Differences <ul style="list-style-type: none"> Module 1, figures 1.1, 1.7, 1.9, 1.10 	Go to the Kentucky Virtual eLearning Portal/Angel to find your course and complete the advance work found under the lessons tab. Additional directions are found there. Completed work is to be placed in the lesson drop box.		10/22	2/4

7/6/10

<ul style="list-style-type: none"> ○ Module 2, figures 2.1, 2.5, 2.7, 2.8 • Section 6: Learning in Groups <ul style="list-style-type: none"> ○ Module 12, figures 12.1, 12.2, 12.6, 12.7 				
Second Face-to-Face Meeting <ul style="list-style-type: none"> • 2 days covering classroom instruction and differentiation • learning log entry submitted via Angel or discussion board 	Cohort 1 Location: MSU @ Mt. Sterling (room 8)	Cohort 2 Location: Madisonville Community College (North Campus), Room TBD	11/18 (9:30 – 4:30) 11/19 (9 – 4)	3/3/11 (9:30-4:30) 3/4 (9-4)
Assessment of Knowledge Gained	Go to the Kentucky Virtual eLearning Portal/Angel and complete the assessment of knowledge gained found at The First Year Instructors' Institute. Select your training location/cohort.		12/3	3/11
Lesson plan 1	Go to the Kentucky Virtual eLearning Portal/Angel to find your course and all relevant documents to complete your lesson plan. Send an electronic copy of your lesson plan to your assigned coach for feedback.		12/17	4/1
Lesson observation, feedback, and self-evaluation – an opportunity to practice instructional strategies and receive constructive feedback	Go to the Kentucky Virtual eLearning Portal/Angel to find your course and review the coaching guide found under the lessons tab. You will be contacted by your assigned coach to schedule the visit.		January	April
Lesson plan 2	Go to the Kentucky Virtual eLearning Portal/Angel to find your course and all relevant documents to complete your lesson plan. Send an electronic copy of your lesson plan to your assigned coach for feedback.		1/28	4/19
Skype or Web conference with coach	The coach will arrange a conference with one or more participants to discuss concerns around lesson implementation.		2/11	5/13
Lesson plan rubric	Go to the Kentucky Virtual eLearning Portal/Angel to find your course and retrieve for your director a blank copy of the lesson plan rubric. The director will complete the rubric rating your work, review ratings with you, and send an electronic copy to c.spencerack@moreheadstate.edu .		2/25	5/27
Lesson plan resubmissions	Any areas of the plans that are not rated as a 2/satisfactory are to be resubmitted to your director for re-rating and then forwarded along with the revised project documents to c.spencerack@moreheadstate.edu .		3/11	6/10
Lesson Plan Showcase – a final face-to-face session when lesson plans will be showcased	Come to the showcase prepared to share your lesson plans with your peers. Directions for sharing will be posted in Angel.		4/15	5/6

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